

## Purchasing



### Purchasing Policies and Rules for the City of West Linn

Public Contracting Rules have been adopted by the City Council, acting as the Local Contract Review Board, pursuant to the authority granted to the Board by West Linn Municipal Code Section 2.205. The rules apply to all contracting, purchasing, and disposing of personal property by the City of West Linn.

The purpose of these purchasing policies and documents is to establish the procedures for purchases made on behalf of the City of West Linn. They have the following objectives:

- Ensure that all purchases comply with applicable laws.
- Make the best possible use of tax dollars by purchasing goods and services economically.
- Provide clear and consistent guidelines for the City Staff to follow which incorporate basic principles of sound management.

### Supporting Documents

- [City's Purchasing Policy](#)
- [City's Purchasing Card \(Pcard\) Policy](#)
- [Policy on Designating Surplus Property](#)
- [Vendor Form W-9](#)
- [Summary Guide to Procurement including answers to FAQs](#)

- [Finance](#)
- [Reports, Presentations, and Key Documents](#)

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